

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – February 17, 2009**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

**Members Present: Holly Levine, Chair; Steve Arendt; John Grisham; Paul LaMond.**

**Members Absent: Virgel Blaschke, Joyce Morgenthaller, Mary Ulrich-Budlong.**

**Others Present: James K. Knowlton, Library Director; Heather Huggins; Sue Connor; Jerome Michael Patrick Egan.**

**--Meeting called to order at 6:55 P.M. by Holly Levine, Chair.**

**--Motion to amend the agenda to go into Executive Session to discuss personnel matters, pursuant to RIGL 42-46-2, 42-46-4 and 42-46-5(a)(1): Arendt. Second: LaMond. Unanimously carried. Required written notice served upon subject of personnel discussion, discussion to be conducted in executive session.**

**--Open call by Chair, Motion to enter Executive Session for said purposes: Arendt. Second: LaMond. Unanimously carried.**

**Open session resumed, 8:57 P.M.**

**--Motion to seal Executive Session minutes: Lamond. Second: Arendt. Unanimously carried.**

**Disposition of Minutes: Minutes of January 20, 2009 meeting reviewed. Motion to accept as amended: Arendt. Second: LaMond. Unanimously carried.**

**Correspondence Received:**

**--Letter from NEARI**

**Director's Report: Jim Knowlton orally reviewed information.**

**--Motion to authorize the Director to take immediate action to assess the feasibility of repairs to HVAC system: Arendt. Second: LaMond. Unanimously carried.**

**--Motion to accept Director's Report: Grisham. Second: Arendt. Unanimously carried.**

**Committee Reports:**

**--Budget. Steve Arendt reported that the budget estimates for FY 2010 through 2012 have been forwarded to Town Hall. FY2010 budget to be formally submitted in March, following the anticipated receipt of state-aid figures.**

**--Children's Room. Holly Levine reported the committee did not meet in the past month. The renovations are substantially completed, save for the lighting. Relocation of the room's carrels has been discussed, contingent upon funds left over from the latter project.**

**--Director's Evaluation. John Grisham reported that the committee recently met and adopted a proposed interim evaluation, for submission to the full Board.**

**--Friends. Holly Levine and Sue Connor reported that funds are being actively donated for library materials (audio-visual, books, DVD's).**

**--IT. Steve Arendt reported that the committee met with the Town Administrator to discuss its mission and purposes. The Administrator requested that the regular meeting date be changed to enable him to attend.**

**--Policy Review. No report.**

**--Programs and Outreach. No report.**

**--Patron Survey Committee. Holly Levine reported that a rough draft of the survey is in place, with a final version expected in approximately two weeks.**

**Old Business:**

**--Fiscal 2010 Budget. Motion to submit proposal to town, subject to modification if necessary, contingent upon final state-aid appropriation figures: Arendt. Second: LaMond. Unanimously carried.**

**--Person-in-Charge Policy. Motion to add part-time supervisor to the list: Arendt. Second: LaMond. Unanimously carried.**

**New Business:**

**--Hours of operation discussed (Sunday closings prior to Monday holidays). Director to compare policies with other local libraries.**

**--Discussion re: special project priorities.**

**--Resolution of climate-control problems**

**--Obtaining insulation for the building**

**--Hallway painting, woodwork washing**

**--Procurement of wireless cards for computers**

**Open Call by chair re: Executive Session pursuant to RIGL 42-46-2, 42-46-4, 42-46-5(a)(1) (personnel matters) and 42-46-5(a)(2) (collective bargaining or litigation)**

**Motion to enter executive session: LaMond. Second: Arendt. Unanimously carried.**

**Open session resumed at 10:50 P.M.**

**--Motion to seal second Executive Session Minutes: Arendt. Second: LaMond. Unanimously carried.**

**--Motion to accept Director's interim evaluation: Grisham. Second: Arendt. In favor: Levine, Arendt, Grisham. Opposed: LaMond. Motion carried.**

**--Motion to adjourn: Levine. Second: Grisham. Unanimously carried.**

**Meeting adjourned at 10:55 P.M.**

**Respectfully submitted,**

**John W. Grisham  
Acting Secretary**